Council of the District of Columbia
Memorandum

City Hall, 14th and E Streets, N.W. Fifth Floor 638-2223 or Government Code 137-3806

To Julius W. Hobson, Chairperson, Education, Recreation, and Youth Affairs Committee

From Pat Miner, Committee Staff

Date 1 March 1975

Subject Committee Operations

Budget staff or your staff?

During the three past weeks, staff have primarily been involved in developing further documentation relative to the Committee's recommendation on the D.C. Public Schools' Supplemental Appropriation request. To this end, the Budget committee, in its meeting of 1 March, 1975, overrode its staff recommendation, and allowed an additional $869,800 for the special education needs of the school system.

Additional time has been spent in interviewing candidates for the other staff position; a recommendation for filling this position is forthcoming. Staff has made itself available for a variety of outside meetings; I attended an all-day conference on 28 February, 1975, sponsored by the D.C. Citizens for Better Public Education, to discuss the draft report prepared by Joan Baratz of the Syracuse University Research Corporation on equalization and the Wright decree with respect to the D.C. Public Schools.

A portion of time has been spent on organizational details; at this point, committee staff is still developing procedures for its operation in order to function efficiently. We are examining past council documents on the budget to insure that we handle the FY1976 request both expeditiously and correctly. I forsee problems in terms of obtaining substantive data for purposes of justification; furthermore, we can anticipate problems specifically with the public schools' budget and implications of the funding patterns for the Youth Opportunity Services Office.

this action should be discussed with Julius well in advance.

We have recieved several reprogramming requests from Mr. Tuckers' office and plan action on them at Thursday's committee meeting. There is a high probability of controversy surrounding the proposed demolition of Dunbar High School, which is one of the pending reprogramming requests. Committee staff will try to anticipate possible questions with regard to this issue.

cc: Lou Aronica

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https://archive.org/details/box42_staff-memo

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To All Staff

From Julius

Date March 3, 1975

Subject Telephone Log

Since we are getting more frequent calls at home, I would appreciate each of you maintaining a complete telephone log for six weeks. This procedure will:

- let me know how many calls we are receiving and on what subjects. Where are our problems?

- help me to avoid problems caused by people calling me after they have spoken to you, without my knowing they have talked with you.

Please give xerox copy of your handwritten forms to Lorraine by c.o.b. (close of business) each Friday, so I can review on Sunday. If the form is kept right by your phone it is simple and only takes a moment to maintain -- appreciate your cooperation.

Attachment - Copies of the telephone log form

Name _____

TELEPHONE LOG

DATE: _____

1. ate	2. NAME OF CALLER	3. SUBJECT	4. TIME RCVD	5. ~~RWS~~ Action Taken ~~RETURNED~~ ~~Call~~	6. ~~CALLER~~ RETURNED	7. ~~COM-~~ PLETED
				leave more space in this column		

5. "Action Taken" -- includes: referred to other person/office asked to write letter outlining service (~~[illegible]~~ complaint) will call back with info, etc.

(Let Julius read before you give to Pat if he is around.)

Suzanne –

Would you pls type this memo to Pat: (initial for me)

Could you pls organize for Julius for review each Sunday a notebook with the following sections (talk with Sandy re organization since he provides a similar summary for Julius on overall Council activities):

AGENDA (for next Education Committee meeting)

MAJOR ISSUES (summarize anticipated issues for next committee meeting & provide pros & cons)

Meeting Schedule (meetings that you and your staff would like to attend the following week – list any meetings you expect Julius to attend.)

Q + A's Organize a list of questions you want Julius to ask: to witnesses at committee meeting / Council meeting coming up during next week. Provide brief "answers" or reason why question should be asked.

Budget Reform (D.C. Schools) — any new information material in this area. What should Julius' program be to impact in this area (as we discussed at lunch) through budget hearings, special hearings etc.

Equilization (D.C. Schools)
Include any new material (in summary) that Julius should be alert to.

Recreation —

YOS Office

Libraries

} include under these sections any important items Julius should be aware of (newspaper article - press releases from Mayor, etc.)

Minutes — past meeting

Julius finds the above system easiest for him — although you may not have all material ready by COB Friday -- you can continue to add to the notebook (leaving it on Julius desk) through COB Tuesday. Sunday can give to Julius to read at home Wed. since he usually spends that day resting. Material in the notebook should be changed every week -- and the original material filed.

also, we discussed the "Bronhill" case handling system for complaint letters. Lorraine & I have drafted a "Sample E" letter -- which I am sure you can improve. Call me at home any evening with suggestions/additions 4188-8290. Lets get the system started so case work can be handled effectively but in a routine organized way.

As I mentioned to Sandy & Lorraine, lets try this system for 6 weeks and toward the end of April regroup and see if we can improve our efforts to maximize Julius' energy where it can do the most good.

all "Sample E" memos should be on Julius' desk Sunday for him to initial. Copies of all correspondence/reports etc. should be given to Lorraine for her chron. file.

from your office

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To Pat

From Tina

Date March 3, 1975

Subject Committee Staff Work

Could you please organize for Julius for review each Sunday a notebook with the following sections (talk with Sandy re organization since he provides a similar summary for Julius on overall Council activities):

AGENDA

(For next Education, Recreation and Youth Affairs Committee meeting.)

MAJOR ISSUES

(Summarize anticipated issues for next committee meeting and provide pros and cons.)

QUESTIONS AND ANSWERS

(Organize a list of questions you want Julius to ask: to witnesses at Committee meeting/council meeting coming up during next week. Provide brief "answers" or reason why question should be asked.)

BUDGET REFORM (D.C. Schools)

(Any new information material in this area. What should Julius's program be to impact in this area -- as we discussed at lunch-- through budget hearings, special hearings, etc.)

EQUALIZATION (D.C. Schools)

(Include any new material -- in summary -- that Julius should be alert to.)

RECREATION	)	
	)	(Include under these sections any
	)	
YOS OFFICE	)	important items Julius should be
	)	
	)	aware of -- newspaper articles,
LIBRARIES	)	
	)	press releases from Mayor, etc.)

MINUTES

(Past meeting)

Julius finds the above system easiest for him -- although you may not have all material ready by cob Friday -- you can continue to add to the notebook (leaving it on Julius's desk) through cob Tuesday. Sandy can give to Julius to read at home Wednesday since he usually spends that day resting. Material in the notebook should be changed every week -- and the original material filed.

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As I mentioned to Sandy and Lorraine, let's try this system for 6 weeks and toward the end of April regroup and see if we can improve our efforts to maximize Julius' energy where it can do the most good.

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To ALL STAFF

From Julius W. Hobson

Date March 11, 1975

Subject Office Organization

To maximize my strength and to assist me in coordinating our office programs, I would like you to follow the following procedures. If, after a few weeks we wish to change our organizational methods, we can discuss alternatives at that time.

Deadlines: Because of her prior Council experience Lorraine McCottry will be responsible for assuring that we meet all deadlines relating to Council and Committee activities. Hence, I am requesting that Sterling Tucker's office and the Mayor's Office route all material through Mrs. McCottry who will log relevant deadlines on her calendar and relay material to appropriate staff person for action. She will be responsible for alerting me each day on what is due the following day (reports/letters, agendas, etc.) She will work with other staff members to assure we meet Council and other deadlines.

Distribution of Material to Council: No material is to be routed to other council members or given to Mr. Tucker's staff for routing to other Council members without my prior knowledge and approval. If such a case happens because of an emergency please contact me immediately and explain -- and leave a copy of what was routed on my desk for my Sunday review.

Telephone Log: Each member of the staff should give his or her telephone log each Friday to Mrs. McCottry. These forms need not be typed.

Chron File: One copy of all material typed by the Committee (letters/memos press releases/reports, etc.) should be forwarded on a daily basis to Mrs. McCottry so she can maintain a complete chron file of our actions and positions. Each office will maintain separate filing systems.

Letters: All letters, forms, memos, etc, initiated by our office will be signed or initialed by me except those directed to specific staff persons. These letters should be placed on my desk each Friday (with background material and enclosures) unless they are urgent. Letters to the D.C. School System should be directed to the Superintendent or the Board Member making the inquiry. Letters signed by staff persons will be processed in the same

fashion and reviewed by me before being mailed. This procedure is temporary only and will change as we become more secure and comfortable in our responsibilities and requirements.

Overload: If any staff person feels he or she has more work to accomplish than is humanly possible within a specific time frame -- develop a list of what must be done and discuss priorities with Sandy. We will see that you get extra help or assist you to reorganize your priorities.

* * * * * * * * * * *

Thanks again for making what could be an impossible job physically--even more valuable and meaningful than I thought it could be.

Sandy / Lorraine -

Please go over the following carefully. If you have any disagreements, discuss with me before you change (or additions).

To: all staff (Julius' of course)

From: Julius W. Hobson

Subj: Office Organization

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to reorganize your priorities.

* * * * *

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to: Sterling Tucker (also Mayor?)

from: Julius Hobson

Subj: Distribution of Council Material

I have designated Lorraine McCoy as ~~the~~ our office point-of-contact in assuring that we meet all Council deadlines including those relating to the EVR Committee. Therefore, I would appreciate your routing all Council documents (letters, reports, memorandums, etc.) to Mrs. McCoy who will log ~~monitor~~ deadlines & relay ~~to~~ material to the appropriate staff person. I would appreciate your notifying other members of the Council staff of this procedure.